

RESOLUTION NO. 2022-02

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SEDONA, ARIZONA, APPROVING AND ADOPTING PUBLIC PARTICIPATION PROCEDURES FOR ADOPTION OF THE 2023 SEDONA COMMUNITY PLAN.

WHEREAS, the governing body of each municipality shall adopt a comprehensive, long-range general plan for the development of the community, consisting of a statement of community goals, development policies, and various elements as required by law [ARS 9-461.05], and

WHEREAS, the general plan is effective for ten (10) years, after which it must be either re-adopted, or a new general plan approved [ARS 9-461.06.K, L and M], and

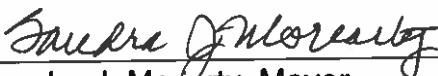
WHEREAS, the existing general plan was adopted in November 2013 and must be re-adopted or a new general plan should be prepared and adopted on or before November 2023, and

WHEREAS, the city must adopt written procedures to provide effective, early and continuous public participation in the development of a general plan from all geographic, ethnic, and economic areas of the municipality [ARS 9-461.06.C],

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE COUNCIL OF THE CITY OF SEDONA, ARIZONA, THAT:

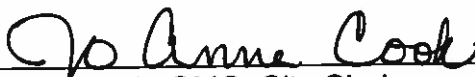
1. ***Adoption of Public Participation Procedures.*** The "*Sedona Community Plan – Public Participation Procedures*", as set forth in Exhibit A, are hereby adopted for use in preparation of the 2023 Sedona Community Plan.
2. ***2011 Public Participation Procedures.*** The public participation procedures for consideration of amendments to the Sedona Community Plan, as set out in Exhibit A to Resolution 2011-05, are hereby superseded.

PASSED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona, this 8th day of February, 2022.



Sandra J. Moriarty, Mayor

ATTEST:



JoAnne Cook, CMC, City Clerk

APPROVED AS TO FORM:



Kurt W. Christianson, City Attorney



Exhibit A

SEDONA COMMUNITY PLAN - PUBLIC PARTICIPATION PROCEDURES 2-8-22

Pursuant to ARS 9-461.06, the City "shall adopt written procedures to provide effective, early and continuous public participation in the development and major amendment of general plans from all geographic, ethnic and economic areas of the municipality." The procedures shall provide for:

- The broad dissemination of proposals and alternatives
- The opportunity for written comment
- Public hearings after effective notice
- Open discussions, communications programs and information services.
- Consideration of public comments.

This mandate is consistent with the City's long-standing practice to involve the public in planning the City's future. Public participation is and has always been vitally important to Sedona's citizens and many different methods for public outreach and public input have been employed in the Community planning process since 1989. The public participation process reflects the City's on-going commitment to ensure that community input is used effectively in City decisions regarding the Community Plan.

The Public Participation Process covers the following types of proposed changes to the Sedona Community Plan:

- Comprehensive Updates
- Major Amendments
- Minor Amendments

I. Comprehensive Update- 2023

A comprehensive update to the Community Plan is initiated by the City and includes the adoption of a new general plan or the re-adoption of the Sedona Community Plan pursuant to ARS 9-461.06.

As required by ARS 9-461.06, the City shall:

- "Consult with, advise and provide an opportunity for official comment by public officials and agencies, [Yavapai and Coconino Counties], school districts, [Northern Arizona Council of Governments (NACOG), the US

Forest Service, Arizona State Land Department, and]... other appropriate government jurisdictions, public utility companies, civic, educational, professional and other organizations, property owners and citizens generally to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the [Community] Plan. “

- Cooperate with the Arizona State Land Department regarding integration of conceptual state land use plans into the Community Plan.

The 2023 comprehensive Community Plan update process is intended to be flexible and evolve throughout the Plan update.

For the 2023 Plan update, a Working Group, comprised of nine to eleven Sedona residents, will be formed by the City Manager, with input from City Council members. The Working Group will:

- Provide input on the planning process, community outreach methods, materials and messaging.
- Encourage public participation from the community.
- Provide input on key community issues the Plan will need to address.
- Evaluate the current Community Plan as laypeople and suggest improvements on format, readability, layout, presentation and content.

On-going outreach and engagement methods:

Throughout the process, on-going outreach could include, but is not limited to the following:

- www.sedonaaz.gov/plansedona Website – provide information and get feedback
- Public Meetings
- Periodic work sessions with Planning and Zoning Commission and City Council.
- Meetings with community organizations and stakeholders to provide information and updates on the planning process
- Social media, such as Facebook

Specific Outreach methods:

Examples of more specialized outreach and engagement that could be used, tailored to specific points in the process:

- City-wide mailings and meetings
- Press Releases; Fact sheets
- Planning Charrettes or community workshops
- Focus groups
- Surveys
- Open Houses; Presentations
- Topical Experts
- Neighborhood meetings

- Notification to property owners and homeowners associations in areas that may be affected by proposed changes to the Community Plan.

A draft Sedona Community Plan will be prepared that:

- Reflects the goals and priorities of the community.
- Meets all statutory requirements
- Includes strong visual and graphic elements
- Includes an implementation strategy
- Is in a format that is useful and compelling for all audiences, including the community at large.

The process to prepare a new draft Community Plan consists of the following general phases:

1. *Phase I - Background/Issue Identification*

- Provides community education and awareness (What does the community need to know about itself? What is a community plan and how is it used?). Discuss what we know today and what has changed since the last Community Plan. Directs residents to the website.
- Provides an opportunity for the community to understand the current Community Plan and to provide feedback on the community's vision and goals.
- Identifies outstanding community issues and priorities.

2. *Phase II - Preliminary Recommendations*

- Clarifies community direction on community vision and goals.
- Community outreach is designed to test the common vision and refine it to achieve community consensus.
- Creation of Plan elements with goals, policies, maps and graphics
- Creation of implementation strategies.
- Public outreach and feedback

3. *Phase III – Draft Plan*

- Assembly of the Draft Community Plan.
- Review and comment on the Draft Community Plan

4. *Phase IV - Public Hearings and Plan Adoption Process*

In this phase, recommended changes to the Community Plan (or creation or a new general plan) will be presented to the Planning and Zoning Commission and City Council for adoption.

During this phase, the following public information/public input techniques shall be employed:

Planning and Zoning Commission Public Hearing(s) –

The Planning and Zoning Commission shall hold at least one public hearing before recommending approval of a new general plan or a re-adoption of the Community Plan. Additional public hearings and work sessions may also be conducted. Notice of the time and place of a hearing and the availability of the proposal and related documents shall be given at least 15 and not more than 30 days before the hearing by:

- Publication at least once in the Newspaper using a 1/4-page display ad.
- City wide notification to property owners/residents.
- Notification to property owners and homeowners associations within the areas where changes to the land use designation and/or density are proposed.

Property owners and homeowners associations will also be notified regarding locations of map displays, where information pertaining to the proposal may be reviewed and how the City may be contacted regarding their comments and concerns.

Notice of the public hearing may also be given by Newsletters, radio, City website and/or other methods deemed appropriate. The Planning and Zoning Commission may also conduct work session(s) prior to and/or following formal public hearing(s).

- 60 Day Review - As required by ARS 9-461.06, at least 60 days before the Public Notice for the Planning and Zoning Commission public hearing on the comprehensive plan update, the proposal shall be transmitted to the Planning and Zoning Commission and City Council and shall be submitted to the following for review and further comment:
 - The planning agencies of Coconino and Yavapai Counties
 - Northern Arizona Council of Governments
 - Arizona Department of Commerce
 - Department of Water Resources
 - Any person or entity that requests in writing to receive a review copy.

The proposal or applicable sections of the proposal may also be transmitted to other agencies and regional jurisdictions.

- City Council Public Hearing(s) - The City Council shall hold at least one public hearing before adopting a new general plan or re-adopting the Sedona Community Plan. Notice of the hearing shall be given in the same manner as the Planning and Zoning Commission. Additional public hearings and work sessions may also be conducted.

- Adoption of a new general plan or re-adoption of the Sedona Community Plan shall be approved by at least two thirds of the members of the City Council.

